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	Mr. Karl M. Schmidt Director, Washington Seminar Maxwell Graduate School of Citizenship and Public Affairs Syracuse University Syracuse 10, New York	
STAT	The Director will not be able to participate in the Maxwell Graduate School's Washington Seminar, but he has approved CIA participation. Accordingly, I am pleased to designate the CIA Briefing Officer, to meet with you to discuss the role of CIA in the policy-making process. He is one of the two speakers who participated in last year's Washington Seminar.	
STAT	The date of 7 June and the time of 1:30 p.m. are satisfactory. will be available for one hour or as much of the afternoon as you wish. If your schedule is not too crowded, you are invited to come to our new building in the Virginia suburbs. We will provide you with the necessary transportation. In the meantime, please feel free to contact to complete your arrangements. He can be reached by telephoning area code	STAT
STAT	or by writing to the Central Intelligence Agency, Washington 25, D. C. Sincerely,	
STAT	W3P MATTHEW BAIRD OTR Briefing Officer/ (22 May 63)	
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